

Staffing Guide

Position Description			Executive Housekeeper		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate <u> X </u> • Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout <u> X </u> • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age _____ • _____ • _____ 		
Workload/Staffing Comments: This position is responsible for all aspects of housekeeping for the operation. They set standards for cleaning, plans workload based on occupancy projections, plans and executes training to meet OSHA and HAZMAT requirements, insure compliance with labor controls and laws by subordinates.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	* 1 (NF-3) 100 + rooms (Position authorized as an option at Medium size operations with 100+ rooms. Operations have the option of selecting a Assistant Manager in lieu of an Executive Housekeeper).	1 (NF-3)	1 (NF-3) 400-599 rooms 1(NF-4) 600+ rooms	1 (NF-4)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes: Executive Housekeeper should be scheduled during the time when most of the housekeeping work is being performed. Executive Housekeeper has budget execution responsibilities. Assistant Executive Housekeeper or Housekeeper Supervisor performs duties when Executive Housekeeper is off or on leave					